

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Telecommuting

**Policy
Number**

C-26

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Purpose

To allow flexibility in employee work schedules so that a maximum reduction in air quality degradation and traffic congestion can be achieved while maintaining a high level of work efficiency and effectiveness.

Background

Telecommuting is defined as employees working from a remote site, other than their primary work location, utilizing telecommunications technology for a significant portion of their work. This can include communication with managers, colleagues and the public.

Policy

It is the policy of the Board of Supervisors that:

Telecommuting programs may be implemented in County departments, where appropriate, as defined by the criteria established by the Chief Administrative Officer (CAO). County employees shall participate in the telecommuting programs on a voluntary basis and shall comply with all County and Department policies, ordinances, practices, and instructions.

The Board of Supervisors delegates authority to the CAO for the implementation and execution of this policy. The CAO shall promulgate the necessary administrative procedures to implement, execute, and evaluate the provisions of the telecommuting policy.

With the approval of the CAO, an appointing authority may implement a telecommuting program following criteria established by the CAO in applicable administrative procedures.

Productivity must be maintained by the telecommuter. Evaluation shall be conducted using methods of productivity measurements as delineated in the administrative procedures promulgated by the CAO.

There are no additional benefits attributable to telecommuting. Selection for participation in this program shall not present an employee an advantage or disadvantage when measuring performance.

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Sunset Date

This policy will be reviewed for continuance by 12-31-12.

Board Action

1-30-90 (91)

9-18-90 (36)

4-4-95 (28)

03-14-06 (11)

CAO Reference

1. Department of Human Resources